



**TRANSIT SUBCOMMITTEE MEETING
WEDNESDAY, NOVEMBER 6, 2019 – 10:00 A.M.**

ATTENDANCE

- Voting Membership (one vote per entity)
 - City of DeKalb: Bryan Faivre
 - City of Sycamore: Mark Bushnell (Chair)
 - DeKalb County: Nathan Schwartz
 - NIU: John Heckmann
 - NIU Student Association: not present
 - Kishwaukee College: not present
 - VAC: Mike Neuenkirchen
- Non-Voting Attendance
 - DSATS staff: Nathan Schwartz
 - Transit staff: Marcus Cox, Sabrina Kuykendall

CALL TO ORDER

Chair Bushnell called the meeting to order and established a quorum at 10:02 AM.

1. Introductions

Introduction of members present was made.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the November 6, 2019 meeting agenda made by Mr. Faivre; seconded by Mr. Heckmann; approved by voice vote.

b. Approval of Minutes

Motion to approve the May 1, 2019 meeting minutes and September 4, 2019 meeting minutes made by Mr. Heckmann; seconded by Mr. Faivre; approved by voice vote.

c. Public Comments

None.

3. Governance Agenda

No business.

4. Transit Agenda

a. Architectural & Engineering RFQ Update

Mr. Cox & Ms. Kuykendall of the transit staff provided an update on the status of the Architectural & Engineering RFQ originally released May 16, 2019. Ms. Kuykendall provided an update on the pre-bid and pre-award phases. 14 submittals from different firms have been narrowed down to one. \$650,000 of FTA funding and \$150,000 of an IDOT grant will be used to fund this work. It was noted City of DeKalb Mayor Smith

visited Washington DC and discussed the overall project with various Representatives and staff. They provided their support and recommendations for future BUILD grant applications. It was asked if any grants could be used for maintenance after construction. Mr. Cox reported that maintenance is an eligible operating expense, therefore State and FTA funds are available and have already been considered.

b. Daily Shuttle Service to Elburn Train Station Update

Transit staff provided an update on increased daily shuttle service to the Elburn Metra train station. Mr. Cox reported service is twice per day except Fridays and Sundays when NIU is in session. Fridays and Sundays have 1 trip in the AM and multiple trips in the PM. There have been 162-173 riders per week with the most popular day being Friday.

c. Public Transit Service to Park 88

Mr. Cox of the transit staff provided an update on expanded service to south DeKalb including access to Park 88, Harvestore Drive, S 7th Street, and S 10th Street. Service started October 28. Route 19E covers Park 88 and Harvestor Drive. Route 19S covers 3 elementary schools and the middle school. It has early AM trips to accommodate children and their parents. There were 92 riders in the first week. Transit staff is working with the schools to share the new ride availability with parents.

d. Reopening of the Holmes Student Center Bus Turnaround

Mr. Cox of the transit staff report the Holmes Student Center closed May 2018 for renovations and re-opened Homecoming weekend. Bus service at the Center resumed October 28. The primary layover point was DuSable Hall during the construction. 4 routes will still use DuSable Hall has the layover point while the rest of the routes moved to the Holmes Student Center.

e. Year-to-Date Transit Statistics

Mr. Cox of the transit staff provided an update on various transit statistics year-to-date including ridership, revenue hours, and revenue mileage. As of September 19, ridership was at 778,045 with 41,007 being paratransit rides. It is expected to reach 1.1 – 1.2 million for the year. The fixed routes ridership vary with NIU's schedule. The paratransit ridership is fairly consistent throughout the year. The passenger per hour numbers are consistent with national averages at 16.3 for fixed routes and 1.59 for paratransit routes. Total revenue hours were at 70,714 through September and are expected to reach 95,000 for the year. Mileage statistics were 1.44 passengers per mile for fixed routes and 0.14 passengers per mile for paratransit. Total revenue miles was 811,157 miles through September. Overall, the numbers are hitting the expectations of the merger of VAC & Huskie Line.

5. Closing Agenda

a. Staff and Project Updates

No additional updates.

b. What's New with Our State and Federal Partners

No comments.

c. Additional Business

None.

d. Adjourn

A motion to adjourn was made by Mr. Schwartz; seconded by Mr. Faivre; meeting adjourned at 10:49 AM.

Submitted By: Nathan F. Schwartz, P.E., Director

Note: These minutes are not official until approved by the Transit Subcommittee at a subsequent meeting.